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MANAGEMENT PROGRAMS
Draft 6-21-55

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REGULATION
NO.

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VITAL MATERIALS

21. POLICIES

- a. A repository will be maintained to safeguard vital materials of the agency i.e. those specific records, which are essential on a continuing basis and which in the event of destruction, would constitute a serious or irreplaceable loss.
- b. An area wide appraisal of vital material requirements shall be made at least annually to assure the addition or elimination of record series based on current conditions and emergency objectives.
- c. Offices of origin shall be responsible for depositing material vital to the emergency operations of their own or other offices. Duplication of such deposits by using offices will be avoided.
- d. Records classified as vital materials or copies of such records shall be transferred to the Repository in a secure manner and on a timely basis.
- e. Records in the Repository will be maintained in a manner consistent with the requirements for their emergency use.

22. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:
 - (1) Developing ~~and maintaining publications covering~~ guides and procedures for the selection, reproduction, transfer, maintenance, use and inventorying and accounting for vital materials.
 - (2) Coordinating trips to the Repository to effect the deposit and withdrawal of Vital Materials and the visit of authorized personnel.
 - (3) Technical supervision of the repository.
- b. The Deputy Director Plans, Deputy Director Intelligence and Deputy Director Support or their designees are responsible for:
 - (1) Periodic program appraisals;

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- (2) Selection and timely transfer of vital materials to the Repository; and
 - (3) Providing adequate instructions for maintenance of vital materials at the Repository.
- c. The custodian of the Repository is responsible for storing and maintaining Vital Materials.

23. PROCEDURES

a. Depositing Vital Materials

- (1) Records selected for deposit as vital materials will be forwarded through the regular courier service addressed as follows:

Vital Materials Repository

Records transferred in this manner, will be described on Form 620, Vital Materials Transfer Slip. The white copies of this four part form will be retained by the sending offices; the yellow and blue copies will be enclosed in the packages to serve as document receipts; and the pink copies will be forwarded to the Records Management Staff.

- (2) Arrangements for the transfer of materials requiring special handling will be made with the Records Management Staff.

b. Accounting for Vital Materials

- (1) At the end of each calendar quarter a listing, showing all deposits and all withdrawals made during this period, will be forwarded to each area representative for use as an accounting statement of vital materials activity.
- (2) In addition to the listing of deposits and withdrawals for the quarter ending the calendar year, a complete listing of all vital materials currently on deposit will be forwarded to responsible officials for use in reappraising the area program in the light of current conditions and emergency requirements.

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- (3) An availability register will be prepared monthly showing all deposited material with the safe and drawer location in the repository. This listing will be maintained at the repository for the use of responsible officials in event of an emergency.

MICROFILM

24. POLICIES

- a. Limit the use of microfilming techniques to those applications in which the costs and benefits to be derived compare favorably with the costs and benefits of alternative methods.
- b. Centralize filming, film processing, film enlarging operations and film viewing whenever practicable.
- c. Release all excess equipment and materials.

25. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:
 - (1) Reviewing and concurring in all requisitions for microfilming equipment, supplies and services (to ensure validity of purpose, proper selection of equipment and maximum equipment utilization.)
 - (2) Authorizing the establishment of local facilities to perform microfilming services.
 - (3) Developing and issuing operating standards for improving film quality and increasing production.
 - (4) Conducting studies of microphotographic materials and processes to determine their possible application in the Agency.
 - (5) Developing and issuing guides for use in determining when to apply microfilming techniques and for selecting appropriate equipment.

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- (6) Conducting periodic inspections of microfilming operations to observe operating methods, production quality, utilization and condition of equipment, and making appropriate recommendations related thereto.
 - (7) Conducting Agency-financed research in the development of microfilming equipment and materials for special applications.
 - (8) Serving as advisor to all components contemplating the use of microfilming techniques.
- b. The Deputy Director (Intelligence), the Deputy Director (Plans), and the Deputy Director (Support) or their designees, are responsible for:
- (1) Initiating requisitions for microfilming equipment, supplies and services.
 - (2) Ensuring that microfilming operations conducted under their jurisdiction are performed in accordance with the requirements of this Regulation.
 - (3) Assuring the use of authorized local facilities only for the purpose of performing operations concurred in by the Management Staff.
- c. The Chief of Logistics is responsible for the acquisition, transfer and disposal of microfilming equipment and supplies and for performing microfilming services when requested by a Deputy Director or his designee and concurred in by the Chief of the Management Staff.

26. PROCEDURES

- a. Requisitions for microfilming equipment, supplies and services shall be forwarded to the Chief of Logistics through the Chief of the Management Staff accompanied by a detailed memorandum of justification. The justification shall be signed by the Deputy Director concerned or his designee and shall contain, as a minimum a description of the work to be performed and a statement explaining the purpose of applying microfilming techniques and what benefits are expected from the application.

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Requisitions covering continuing services or additional supplies for a project previously concurred in by the Management Staff shall be forwarded directly to the Chief of Logistics.

- b. The Chief of the Management Staff shall forward requisitions, with his concurrence, to the Chief of Logistics. However, when the requisition calls for part time use of equipment, the Chief of the Management Staff shall, whenever practicable, make arrangements for the requester to share equipment being used by others.
- c. Microfilming service requests to be performed by established local facilities shall be justified in the same manner and forwarded through the Chief, Management Staff for review and concurrence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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